

## CHAPTER 4

### **PROCESSING PERSONNEL ACTIONS**

#### **Section I - General**

1-1. **Purpose.** The purpose of this Chapter is to prescribe the procedures for processing personnel actions in accordance with instructions of the Chief, National Guard Bureau and the Office of Personnel Management (OPM).

1-2. **Scope.** The provisions of this Chapter apply to all technicians of the Alabama National Guard. These provisions apply to actions required to effect all appointments, promotions, transfers, separations, retirements, changes to lower grade, suspensions, removals, reinstatements, details, termination of details, request for LWOP, and Return to Duty from LWOP of Alabama National Guard technicians.

#### **Section II - Requesting Personnel Actions**

2-1. **Request for Personnel Action, Standard Form 52.** All requests for personnel actions will be submitted on a Standard Form 52, Request for Personnel Action.

2-2. **Preparation of Standard Form 52.**

a. At Appendix 4A-U are samples of Standard Form 52, Request for Personnel Action, required to effectuate the majority of personnel actions encountered in the administration of the technician program in the Alabama National Guard. Also, at Appendix 4A-U is a checklist for each Standard Form 52 which indicates special processing procedures for each type of personnel action. Standard Forms 52 will be prepared in accordance with these samples and checklists.

b. The Standard Form 52 will normally be prepared by the first level supervisor and submitted through channels to The Adjutant General, ATTN: NGAL/HRO, P.O. Box 3711, Montgomery, AL 36109-0711. The original Standard Form 52 must be received and approved by the HRO prior to any action becoming effective.

2-3. **Notification of Approval of Personnel Actions.** A Standard Form 50, Notification of Personnel Action, is available to the supervisor and the employee through MyWorkPlace and MyBiz. Otherwise, the SF 50 will be distributed in accordance with the printed instructions on the form.